

## Grants Manager/Public Information Officer General Job Description

### General Statement of Duties

An employee in this class plans and manages the grants programs and needs of the town. This employee also serves as a primary Public Information Officer at the direction of the Town Manager and assists the Manager with developing programming and plans as part of an overall capital improvement project.

Work involves the responsibility for identifying, seeking, writing, and managing grant programs for the town. Work also involves full managerial responsibility and is the primary contact for the establishment of all grant programs for the town. This may include advising and providing counsel on establishing mission and vision statements, capital improvement projects, receiving community and employee input on programs that enhance service delivery to the citizens, and involves planning and organizing various special projects with department heads and employees.

Work includes preparation and review of Federal, State, and Local reports and applications to acquire grant funding. Work may also include meeting with Federal, State, and Local government officials and developing relationships with that support programming needs. This position prepares press statements and serves as the public voice for the town as directed by the Manager. This position may also serve as a public liaison with local law, fire, and emergency management officials. Work is performed under the general supervision and direction of the Town Manager. Progress and performance are evaluated formally and/or informally by the Manager through review of reports, observation, and the success rate in obtaining grants.

### Duties and Responsibilities

- Meets regularly with the Town Manager, citizens, and civic officials, school officials in on-going efforts to be visible and accessible to the public. Assists the department heads in developing capital improvement plans as well as public statements.
- Develops a monthly newsletter for citizens highlighting town services and initiatives.
- Identifies, seeks and applies for grant funding on behalf of the town.
- Reviews and maintains records of special events for the town.
- Meets with civic, elected, and public officials necessary to promote grant funding and programming promotion.
- As a representative of the Town Manager, meets regularly with staff to clarify mission, vision and objectives, build a sense of team within the town, insure that all are informed, and obtain input on programs, decisions and issues.
- Assists department heads in recommending annual budgetary estimates in accordance with a capital improvement plan in consultation with the Manager.
- Assists the Manager and Department Heads with the preparation and writing of the Capital Improvement Plan.
- Serves on regional, state and federal organizations to maintain cutting edge information on grant funding.

### Recruitment and Selection Guidelines

### Knowledge, Skills and Abilities

- Thorough knowledge of federal, state, and local ordinances and the policies of the town.
- Thorough knowledge of the physical, fiscal, economic and social characteristics of the town.
- Thorough knowledge in grant writing, communication skills, oral communication, and Total Quality Management practices.
- Thorough knowledge of Community Oriented Policing philosophy and practices.
- Skill in team building, organization, counseling, coaching, motivation, communication, and evaluation.
- Ability to build and maintain strong relationships within the Southern Shores community and with the officials and employees of other area towns.
- Ability to build and maintain effective relations with staff and the public and inspire honesty, confidence and decorum.



### Physical Requirements

Must be able to perform basic life operational functions of; standing for short amounts of time, minor reaching, talking, and hearing and must be able to perform light work requiring a negligible amount of force. Must possess visual acuity to prepare and analyze data, operate computer terminals and perform extensive research and reading.

### Desirable Education and Experience

Graduation from an accredited college with a minimum of a Bachelors Degree in public administration, communications, or criminal justice supplemented by extensive work in grant writing, grant preparation, grants management, plans preparation, oral communication, and public speaking. A combination of law enforcement management and public administration experience is highly advantageous.

### Special Requirement

The employee must possess a valid North Carolina driver's license. Possession of an Advanced Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission is beneficial.

### Reporting Relationship

This position is accountable to, and reports directly to, and serves at the pleasure of; the Town Manager.

Nothing contained herein constitutes an offer of full-time employment or extended contractor status.